



**Approved
Workshop**



Caravan Annual Service Schedule

Workshop name and address:

Work must be carried out in accordance with the latest maintenance manual specifications

Customer:

Make/model:

VIN:

CHASSIS AND RUNNING GEAR

	OK
Coupling head and safety catch - check wear/damage and lubricate	
Ball acting stabiliser - check pads	
Breakaway cable and clip - check condition correctly routed and attachment integrity	
Head springs and damper - check operation, security and lubricate connections and moving parts	
Drawbar - check	
Jockey wheel - check condition operation and lubricate	
Chassis - check condition and security of assemblies	
Chassis to body - check security	
Corner steadies and spare wheel carrier (where fitted) - check for damage, operation and lubricate	
Wheels - check for damage and distortion	
Tyres - assess age and advise replacement if over five years	
Tyres - check condition and wear pattern (incl sidewalls and valves)	
Check and record tyre tread depths	
Check and record tyre pressures (incl spare)	
Suspension assemblies - check operation	
Remove brake drums - clean and check hub bearings and seals	
Brake shoes - clean and check condition of linings (including springs and expanders)	
Adjust brakes and check operation	
Brake rods, cables and supports - check operation, lubricate and adjust	
Replace road wheels and torque to manufacturer's settings (quality control check required)	
Handbrake mechanism - check operation and lubricate	

VENTILATION

Fixed ventilation openings - check for obstruction and free flow of air	
Roof lights - check to ensure free of obstructions	

12V ELECTRICS

12N and 12S plugs/cables (where applicable) - check condition and test	
Road lights and reflectors - check condition and operation	
Fridge - check operation	
Interior lighting and equipment - check operation	
Habitation battery (where fitted) - check operation, security, electrolyte level and lubricate terminals	
Wiring earths and fuses - inspect condition and correct fuse rating	
Awning light and outside pump socket - check condition and operation	

GAS (FRIDGE NOT SERVICED UNLESS REQUESTED)

Regulator - check performance	
Carry out gas leak check	
Appliances (including water heater, cooker, heating and fridge) - check operation	
Pipe work - check operation and replace flexible hose and clips when necessary	
Flame failure device - check operation	
Cylinder - check security	
Gas dispersal holes - check for blockage	

MAINS ELECTRICS

Inlet plug, hook-up cable (when available), earth bonding and RCD operation - check	
Outlets and permanent connections - carry out visual and functional check	

WATER SYSTEM

	OK
Water pump, pressure switch and heater - check operation and clean grit filter	
Taps, micro-switch, valves, pipes and tank (if fitted) - check condition and operation	
Water filter and housing - check for leaks and replace filter if necessary	
Waste system - check for leaks	
Toilet - check seals, flush and blade operation	
Drain down - winter only	

FIRE SAFETY

DIY additions - check operation and safety	
Security and smoke alarms - check operation	
Extinguisher (if fitted) - check correct type fitted and expiry date	
Fire blanket (if fitted) - check location and fixing	

BODYWORK

Body panels - check and report on any damage and sealant condition	
Door locks and hinges - check operation and lubricate	
Body attachments - check security (including, cycle racks, lockers, aerials, satellite dishes, etc)	
Floor - check for delamination	
Furniture - check condition and operation (including hinges, stays, etc)	
Grab handles - check condition and security	
Windows seals and blinds - check operation and condition	
Damp test - carry out and note readings on separate report	

SERVICE INFORMATION/ADDITIONAL WORK

Service Engineer:

Quality control initials and date:

Ensure vehicle is in an acceptable condition for handover